

SECRET

01 MAY 1973

MEMORANDUM FOR: Director of Personnel

SUBJECT : FY 1974 Staffing Complement

REFERENCE : DD/S 73-0404, dtd 2 Feb 73;  
Subject: Personnel Reductions  
for FY 1974

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1. There is attached as requested by reference a revised Staffing Complement for the Office of Finance to conform with the Fiscal Year 1974 ceiling of [REDACTED] positions currently authorized for this Office.

2. The revised Complement reflects a number of adjustments within and between the staffs and divisions either to improve productivity or to more closely associate related functions. Principal changes are:

- a. Transfer of the Registry Unit and the Records Administrative Officer from the Office of the Director to the Accounts Division.
- b. Realignment of functions within the Compensation and Tax Division to capitalize on productivity improvement opportunities anticipated from implementation of the revised payroll system.
- c. Transfer of the function (two positions) for processing advances, reimbursements and billings to and from other Government agencies from the Certification and Liaison Division to the Assistant Director for Liaison.

3. The positions eliminated from the proposed Staffing Complement follow:

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Organizational Unit	Position		
	Title	Grade	Number
Compensation & Tax Div.	Clerk	5	0753*
Compensation & Tax Div.	Time Leave Pay Clk	5	0849*
Compensation & Tax Div.	Time Leave Pay Clk	5	0853*
Accounts Division	Accountant	7	0761*
Accounts Division	Accountant	7	0763*
Accounts Division	Secretary-Steno	5	0066
Support Staff	Info Control Clk	4	0298*
Monetary Division	Accounting Clerk	6	0307

\* Multiple incumbency positions-authorization in each case to be reduced by one.

The average grade of the Office of Finance positions is currently GS-8.961. Elimination of the above positions which have an average grade of GS-5.5 will raise the average grade of the Office slightly to GS-9.083. We have carefully reviewed the grade structure of the remaining positions and we are unable to identify any positions which warrant downgrading to offset this slight increase in average grade. It is important to recognize in this connection that the current reduction of positions is attributable entirely to productivity improvements and not to the elimination of functions. Without exception these productivity improvements have occurred in areas involving clerical work loads:

- Three Compensation and Tax Division positions through elimination of clerical routines made possible through implementation of the revised payroll system.
- Three Accounts Division positions through elimination of clerical type activities associated with major changes in financial property accountability procedures and with some decentralization of responsibility for the processing of incoming and outgoing transfers of accountability to field stations.
- One Support Staff (Registry) position resulting from changes in procedures allowing a reduction in logging routines.

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- d. One Monetary Division position through reduction of work load, principally discontinuation of the addressograph plate process for issuance of U. S. Savings Bonds -- under the revised payroll system the bonds will be printed by Treasury from a computer prepared tape.

4. On this matter of average grade, we believe it is relevant to call attention to the fact that under our decentralized mode of operations, 60 percent of our SF professional careerists are assigned to positions outside the Office of Finance. All SF clerical positions are within the Office of Finance. Hence, notwithstanding the fact that all of the senior personnel responsible for the management, direction and guidance of all finance functions, both centralized and decentralized, are within the Office of Finance, the average grade of positions within the Office of Finance is 8.962 whereas the average grade of SF positions outside the Office of Finance is 11.040. Unless and until there are major changes in the basic functions for which the Office of Finance is responsible, we anticipate that future reductions in position requirements will be attributable to productivity improvements, primarily in clerical areas of endeavor through application of enhanced computer techniques. We would expect as further position reductions become possible there will be a greater need for experienced personnel who are capable of sophisticated financial analysis and review with some reduction in requirements for lower graded personnel engaged in functions for which work loads may be reduced through new computer applications. It seems clear for these reasons that a continuing upward movement in the average grade of positions within the Office of Finance will be necessary and justifiable as productivity improvements are made.

(signed) Thomas B. Yale

Thomas B. Yale  
Director of Finance

Att:  
Staffing Complement

cc: DDM&S

Distribution:

Orig. - Adse w/att  
1 - DDM&S w/att  
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DD/S 73-0404

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MEMORANDUM FOR: Director of Communications  
Director of Finance ✓  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Support Services Staff

SUBJECT : Personnel Reductions for FY 1974

REFERENCE : Multiple adse memo dtd 16 Jan 73 fr Chief, DD/S  
Plans Staff, subj: FY 1974 Congressional Budget  
Control Figures (DD/S 73-0168)

1. In referent memorandum, we provided Office personnel ceilings as approved for the FY 1974 Congressional Budget.

*List  
1974  
reduction  
Pg.*

2. Revised staffing complements to reflect the FY 1974 year-end ceiling should be prepared for your Office and submitted to the Office of Personnel not later than 15 May 1973. This will allow us to begin FY 1974 with a current position structure and clearly identified component ceiling goals to be reached by 30 June 1974. It is expected that reduced component staffing complements will be established at levels that will result in an Office average grade no higher than currently authorized. Exceptions will be considered only when strong justification is presented. No change in FY 1973 ceiling levels is required but you are urged to reduce on-duty strength as quickly as possible to minimize the impact on FY 1974 activities.

3. I plan for the adjustments to Directorate supergrade positions called for by the Executive Director-Comptroller's 14 December 1972 memorandum to be included in the revised staffing complements to be submitted in May 1973.

SUBJECT TO GENERAL DECLASSIFICATION SCHEDULE  
OF E. O. 11652, AUTOMATICALLY DOWNGRADED AT  
TWO YEAR INTERVALS AND DECLASSIFIED ON

December 1979  
(Insert date or event)

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4. Our objective of reaching reduced personnel ceilings by 30 June 1974 with minimum disruption of activities is a challenging one that will require thoughtful effort by each Office Director and senior managers in general. As in past years, most of the reduction in ceiling will be achieved through attrition and controlled entry on duty of new employees. It is important, therefore, that recruitment plans be carefully developed to fill vacancies when critical skills are required and to provide for junior personnel essential to the long-range vitality of the Agency.

5. After submission of new staffing complements in May 1973 and preparation of recruitment plans, all components and Career Services should compare projected attrition and essential personnel gains and at least tentatively identify numbers and, if possible, individuals whom they may be unable to accommodate after 30 June 1974. This exercise should be completed not later than 22 June 1973 and a report made to the Deputy Director for Support for submission to the Executive Director-Comptroller.

6. The hiring and promotion freeze imposed on the Agency has been removed. Promotions will, of course, be limited to the extent allowed by your Career Service Grade Authorizations. In addition, it is essential that your new hires and promotion rates be at levels that can be accommodated within the funds provided in your FY 1973 and FY 1974 budgets.

  
John W. Coffey  
Deputy Director  
for Support

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